Windows 98, Windows NT and the Future

Some agencies have been asking about the differences between the various versions of Windows, what version they should be using, and what are the plans for the future support of Windows. Current supported State standards for desktop operating systems are Windows 95 (preferred), Windows 3.x, or DOS 5.0 or higher if you're using older hardware. These standards were put in place over the years by ISD, in conjunction with its advisory groups — the Information Technology Managers Council (ITMC) and the Information Technology Advisory Council (ITAC).

There is much discussion about the upcoming versions of Windows — 98 and NT 5.0. Windows 98 will most likely hit the market in early summer, although Microsoft does not have a good history for meeting intended release dates. Windows NT 5.0 is currently scheduled for release in late 1998.

Windows 98 improvements are expected to include:

- A true migration ability from Window 3.x and Windows 95
- Better control of differing DLL versions (link libraries)
- Support for two monitors simultaneously
- Use of the Internet Explorer active desktop (subject to current legal problems)
- Multiple copies of the registry (makes for easier, safer registry recovers)
- Ease of installations

The biggest differences between Windows 9x and Windows NT will continue to be

- NT is a true 32-bit operating system with multitasking and multithreading. This means more stable performance, better resource management, and better security capabilities.

- The downside to NT continues to be its higher hardware requirements and incomplete support for legacy hardware and software.

It is unknown at this time whether Windows 98 and/or NT 5.0 will become State standards when they are available, or whether NT 4.0 will become a desktop standard in the interim. ISD will need to evaluate these with participation from ITMC and ITAC. If you have concerns or questions about the direction the State will take in these matters, you should discuss this with your agency's ITMC or ITAC representative. One thing remains certain — the desktop environment changes rapidly and agencies should budget for regular and ongoing upgrades of hardware and software.

If you have questions about this article, contact Randy Holm of End User Systems Support at 444-2824, ZIP!, or e-mail at rholm@mt.gov.

INSIDE

MS Exchange E•mail Project Update

The Microsoft Exchange Implementation Project Team has been named. Members of the team participate in one or more of the six roles established by the Microsoft Solutions Framework model.

Role	Description	Staffing
Product Management	Customer advocate, manages customer requirements and expectations, manages public relations	Wendy Wheeler, ISD Gale Kramlick, OPI
Program Management	Leader, facilitator, coordinator; maintains project schedule, reports project status, drives critical trade-off decisions	Randy Holm, ISD
Development	Technology expert, designs and builds system, prepares for deployment	Terry Kramer, ISD Steve Noland, ISD Tom O'Sullivan, MDT
Testing	Ensures all issues are known, develops testing strategy and plans	Lisa Carson, ISD
User Education	End user advocate, manages end user requirements	Sue Skuletich, ISD Gale Kramlick, OPI
Logistics Management	Manages operations, support and delivery; manages procurement and deployment	Kyle Wynn, ISD Lynne Pizzini, ISD Tom O'Sullivan, MDT

Vision for the Project

The State of Montana will establish the foundation for a mission critical messaging system enabling effective electronic business communication.

Scope of the Project

The scope of the project is still being defined. In general, the scope will ensure no loss of current capability — messaging and scheduling. It will also ensure compatibility with legacy e-mail systems during the transition, include a goal for "sunsetting" those legacy e-mail systems and provide tight integration with the new desktop suite application.

For more information on the project, contact Wendy Wheeler at 444-2856, ZIP! or e-mail at wwheeler@mt.gov.

Cryptography Explained

Cryptography is the ability to transform or encrypt information under secret keys for the purpose of secrecy or authenticity. A cryptographic system includes the ability to encrypt and decrypt information using a set of keys that make the transformation possible. The encryption process scrambles data into what appears to be gibberish, using a mathematical process that incorporates a key. The decryption process unscrambles the data to its original appearance also using a mathematical process and a key that may or may not be the same as the original key.

There are two types of cryptographic systems, secret-key and public-key. Secret-key crypto systems require both the sender and receiver to share a secret private key. This key is used for both the encryption and decryption processes and should only be shared with users that need to read the data. This system is faster and much less complicated. However, it requires the users to find some way to securely exchange the secret key.

The second type of cryptographic system, public-key, uses a mathematical process to generate a pair of keys, one public and the other private. The public key is used to encrypt the data while the private key is used to decrypt the data. The public key can be shared with anyone. The private key gives the user the ability to read the data that was encrypted with the public key. This system is much more secure, but needs to have the ability to confirm that a public key does actually belong to a particular user. This gives rise to the idea of certification authority (to be covered in the next issue of *ISD News & Views*), using a third party to confirm that a public key belongs to a certain individual.

Cryptography can be used in many different areas in our computer system. Files stored on devices such as laptops can be encrypted. Transmissions can be encrypted from one end process to another such as web browser to web server. Data can also be encrypted while traveling over insecure mediums such as Internet e-mail or files. The NetWare environment uses encryption during login for password authentication.

There are many different software packages available for encrypting data depending on how it is used. The system's strength depends on the number of its possible keys and its underlying mathematics. The key length is expressed as a number of bits. Some applications use 48-bit encryption while others use stronger encryption at 128-bit. The importance of the data results in the number of bits used.

As the State network becomes more open, systems should consider using encryption for data that is confidential or copyright protected.

For more information regarding cryptography, contact Lynne Pizzini, Network Security Officer, at 444-4510, ZIP! or e-mail at lpizzini@mt.gov.

www.state.mt.us/isd/current/news/index.htm

See News & Views on the Internet
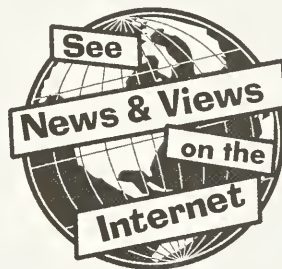
Calendar of Events

April 1
Information Technology Managers Council (ITMC) 8:30–10:30am, Rm 111, Metcalf Bldg.

April 15
Information Technology Advisory Council (ITAC) 8:30–12pm, Rm 111, Metcalf Bldg.

April 16
Public Safety Communications Council 9am–3pm, Location TBA

April 23
SummitNet Executive Council (SEC) 1:30–4pm, DPHHS Auditorium–METNET Site
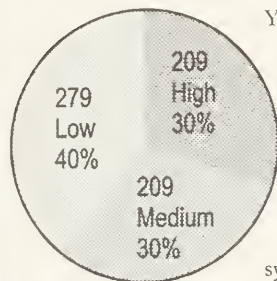
April 27 (pending)
Montana Geographic Information Council (MGIC) 9:30am–3pm, Location TBA

May 6
Information Technology Managers Council (ITMC) 8:30–10:30am, Rm 111, Metcalf Bldg.

Montana on Pace in Dealing with Year 2000 Issue

Figure 1

209 High 30%

279 Low 40%

209 Medium 30%

697 Systems
Figure 1

You have probably heard that many computers and computer systems will have difficulty dealing with the year 2000. Why can't these immensely powerful computers handle such an ordinary event as correctly identifying the date on New Year's Day, in the year 2000? When programmers were faced with a shortage of computer memory or even space on input/output forms and CRT screen layouts, they simply shortened the full 4-digit year to a 2-digit year and assumed the 19 in front of the date. Computers don't work the same as humans and when a computer system encounters a 2-digit representation for the year 2000 it recognizes only 00 and defaults to 1900. Calculations, sorts, and comparisons either fail or yield inaccurate results.

Montana state government is hard at work fixing or replacing nearly 700 computer systems before the turn of the century. State agencies have identified systems having date sensitivity and have prioritized them into categories. A failure of a **high priority system** might result in loss of life or severe loss of revenue or the failure to provide vital services. A failure of a **medium priority system** would cause significant loss of productivity while the failure of a **low priority system** may simply result in inconvenience. Montana's systems are evenly distributed among these priorities as shown in Figure 1.

422 Non-Compliant 60%

275 Compliant 40%

Figure 2

With barely 21 months left before we enter the next millennium, the State of Montana's computer systems are well on their way to being ready. As Figure 2 illustrates, we have already fixed 40% of our systems. Most systems are scheduled to be fixed by July, 1999. Fewer than 50 systems will be fixed in the last six months of this century and are primarily low and medium priority systems (See Figure 3.) Contrast this with New York State, which has identified approximately 700 systems that need repair and about 300 are high priority. Of their top 40 systems, only three have been fixed. Montana has completed work on 73 of the 209 high priority systems.

The federal government is struggling, according to Rep. Stephen Horn, who chairs the House Subcommittee on Government Management, Information and Technology. Using the familiar school grading system, Rep Horn has reported "Most are grades you would not want to take home to your parents." In fact many agencies received a D- from Horn's group.

If you have questions about this article please contact Scott Lockwood at 444-2655, ZIP! or e-mail at slockwood@mt.gov.
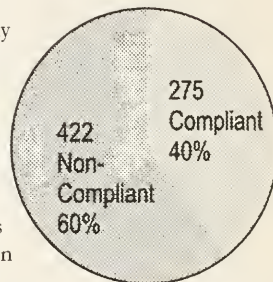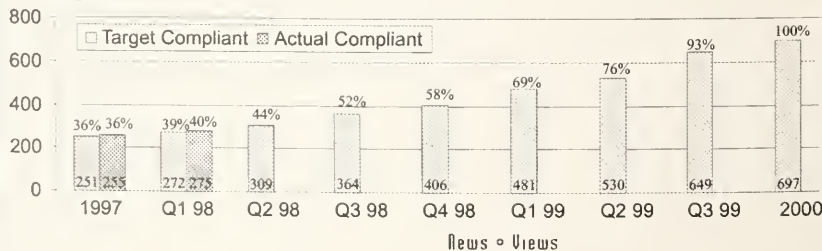
Y2K Report Card	
AID	D-
Defense	F
Education	F
Energy	D-
FEMA	D-
HHS	D
Labor	F
NASA	D
NSF	A
Transportation	F
Treasury	D
SSA	A
State	F
VA	A

Figure 3

☐ Target Compliant ▨ Actual Compliant

	1997	Q1 98	Q2 98	Q3 98	Q4 98	Q1 99	Q2 99	Q3 99	2000
%	36% 36%	39% 40%	44%	52%	58%	69%	76%	93%	100%
	251 255	272 275	309	364	406	481	530	649	697

ENTERPRISE WIDE NEWS

The Scoop • MT PRRIME's New Publication

The MT PRRIME team recently developed a special publication to cover what's happening on the MT PRRIME project. *The Scoop,* is designed to reach a wide audience and address issues that aren't necessarily technical. As we work with the software, with the assistance of the Associates (agency volunteers that agreed to help on the project), questions arise that need to be answered. We thought that *The Scoop* would be a perfect place to let you know what's going on. Our intent is to provide as much information as possible to keep you updated on our progress.

The first issue, distributed on March 6, was sent to agency Associates, Public Information Officers, and other agency contacts, who were asked to get the word out for us. We also included a copy on the Web Site.

We'll be working on an issue approximately every other month. If you have any questions that you would like us to discuss, let us know by contacting Anita Varone at 444-2013, ZIP!, or e-mail at avarone@mt.gov.

The Web

The MT PRRIME Web site recently expanded to include more information on everything from software module descriptions to frequently asked questions. For example, training on two sections of the Budget Module is complete. The training manuals will be included in this section, probably by the time you read this. Also, mentioned above, *The Scoop* can also be read on the Web at **www.state.mt.us/doa/mt_prrime/montpri.htm**. Take a look and see what you think.

SBAS RJE Processing

One of the first projects the Technical staff worked on was to build a Web application to identify all of the existing inbound and outbound interfaces for the current systems. All agencies were asked to complete this survey for their existing applications. Once these were completed, the results were compiled and The Interface Document Report was prepared. It was then sent to the agencies with a request to verify, and signoff, on the document.

The most common inbound interface was the SBAS RJE process. This process is used by a variety of applications to report financial transactions. The current process provides the ability to generate SBAS transactions in one of two formats, 101-byte or 80-byte format. A new process that will allow agencies to submit a specific format transaction similar to the SBAS RJE will replace this process with some differences that will require changes to agencies' current systems. The following describes some of the reason for this change.

The new system's accounting information differs from the current SBAS data, although we are attempting to keep much of the information the same. The major change is that mini coding will no longer be allowed. This will require all necessary fields to be completed and if the current responsibility center splits activity between accounting entities/appropriations, additional lines will need to be transmitted. The other major change is that each line must be a debit or credit entry with the sign on the amount field distinguishing the accounting effect. The system also does not have the concept of Forms, i.e. everything is a journal. There will also be some new fields that currently don't exist or are used differently than in SBAS. The finance team is very close to defining the new field structures and will let agencies know that information as soon as possible so they can begin thinking about how to change their accounting codes, if necessary. All state accountants have heard our proposed accounting structure, so if you have any questions related to your agency's handling of these issues, please contact them.

We are aware that agencies need to allow programming staff plenty of time to make these changes to their systems and we expect to have the new file format to agencies by June.

If you have any questions that you would like us to discuss, let us know by contacting Anita Varone at 444-2013, sending a ZIP!, or e-mail at avarone@mt.gov.

SYSDA Disk Pool

Have you experienced space problems with SYSDA DASD pool during the last month? Most could have been avoided with more accurate allocations, release of unused space or choosing the correct media for the size of the dataset. Currently, ISD has 15 GBs of storage in the SYSDA pool for temporary data sets and sort work files. All datasets left on SYSDA are deleted within 48 hours.

When allocating SYSDA space or any space, code a RLSE parameter space statement in the JCL. This will allow you to allocate the space you need but not over allocate the data set. If your file sometimes requires 20 cylinders at month end and only 5 cylinders for daily processing, go ahead and allocate the 20 cylinders with a release parameter to have the space you need and avoid unused space in the allocated data set.

Example: SPACE=(CYL,(20,5),RLSE)

SPACE=(CYL,(5,5),RLSE)

If you encounter job abends and are allocating large files (not temporary system or sort work files) to SYSDA, please go to SPF 3.4 and delete the old files. This will save space on SYSDA and may save you a 'NOT CATLGD 2' error.

To write or sort large files on SYSDA (above 15,000) tracks, consider writing this data to a tape cartridge, especially if the data will not be accessed again in a 48-hour life span.

Check space requirements in your JCL for sort work files. We recommend that you use 2.5 times the space of the input file for sort work files as you gain nothing from excessive allocations.

If you have special projects, require a large amount of sort workspace, or need large temporary data sets, ISD has work volumes available for special projects. These can be reserved by calling 444-2889, guaranteeing space for your project and does not fill up the SYSDA pool for daily processing.

For more information contact Frances Greene of the Computing Operations Bureau at 444-2889, ZIP! or e-mail at fgreene@mt.gov.
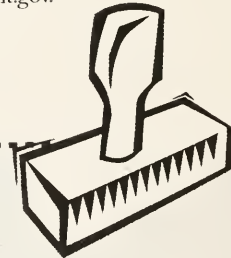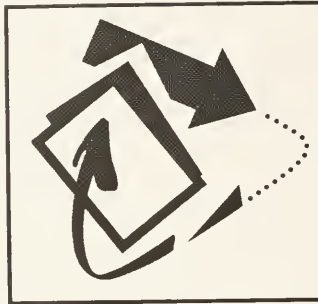
Computing Policy Update

The Information Technology Advisory Council (ITAC) approved the *LAN Backup and Archiving Plan policy*. The policy was put into effect on March 11, 1998 and can be found at **www.state.mt.us./isd/policies/enterprs/net010.htm.** It addresses agency backup and archiving plans as well as the retention period for backup tapes. A draft policy for **Internet Security** will be reviewed by the Information Technology Managers Council (ITMC) at their May meeting. This policy outlines what ISD does to secure the state network in relation to the Internet and what agency responsibilities are. You can find this draft policy at **www.state.mt.us./isd/policies/enterprs/sec010.htm.** Existing *Enterprise Computing Policies* are on the Web at **www.state.mt.us./isd/policies/policies.htm.**

For more information contact Audrey Hinman of the Policy, Development and Customer Relations Bureau at 444-1635, ZIP! or e-mail at ahinman@mt.gov.

ITMC

The Information Technology Managers Council (ITMC) held their monthly meeting on March 4, 1998. ITMC continues to be involved in the technical issues confronting the State of Montana Enterprise.

- An update on the new budget development modules of MT PRRIME was provided by Jim Sheehy, MT PRRIME Technical Team Manager. The code for the module will be released March 23 and procedures on downloading the code will be available soon.

- Wendy Wheeler, ISD, gave an update on the Microsoft Exchange (e-mail) project currently underway. The vision and scope of the project are being defined, and the project team will be receiving technical training during February and March. (See related article *Microsoft Exchange on p. 2*)

- Larry DeFrance, Department of Corrections, Chair of the Recruitment and Retention Subcommittee stated that a draft of their report will be available for members in mid-March, and will be discussed at the April meeting.

- The Desktop Database Subcommittee has been meeting regularly. Facilitator Audrey Hinman of ISD reported that the group will have recommendations for the April meeting.

Full minutes of the meeting are available on the ISD Value Added Server (VAS) at **guest:/itmcinfo/ minutes98** or from Kim LaRowe of ISD at 444-2700, ZIP! or e-mail at klarowe@mt.gov.
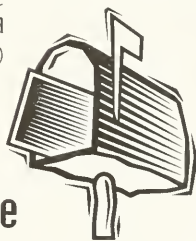
Outlook 97 • What's in store

The Planning Phase of the Microsoft Exchange rollout is officially in the works. What this means is sometime in the very near future ALL State of Montana e-mail users will be on the same e-mail package. You won't have to determine if the recipient has ZIP!Mail, ZIP!Office, EMC²TAO or EMC²TAO with PCLink capabilities. Desktop standardization solves many support issues as well as enhances a users job performance.

"What data do we migrate?" is an issue that all companies contemplate when making the move from a file-based messaging system to a client/server system. Most users would want everything moved – calendars, items in their intrays, outtrays, file folders, etc. However, network administrators may want nothing migrated from the old system to the new. Keep in mind, when the official rollout of Outlook 97 takes place, there isn't enough time and/or resources to migrate all information from the old system.

It has been decided that an automated procedure will be developed to move appointments and notes in a user's ZIP!Office calendar to their Outlook calendar. If end-users want intray, outtray and folder items moved, there will be a manual procedure that will entail

sending needed information from ZIP! to Outlook.

To prepare for the upcoming move, it is important that users start a purging process of their current e-mail data. Have you checked your Folders lately? Is everything you are keeping still pertinent? Can you purge some of them? Is your intray or outtray topping out at 100+ items? Keep in mind, if you decide to send this information from one system to the next, you will then have the monumental task awaiting you of opening all the items and re-filing them.

You will be kept up-to-date on the procedure that will be used to transfer important items from your old e-mail system to Outlook 97. In the meantime, do what you can to make that particular task easy on yourself.

If you have any questions or comments regarding the migration to Outlook 97, please contact Sue Skuletich of the End User Support Section at 444-1392, ZIP! or e-mail at sskuletich@mt.gov.

> **Microsoft Exchange is the server software.**
>
> **Outlook 97 is the client, or desktop software for the user.**

meeting news

PowerPoint Made Easy!

PowerPoint is a very powerful desktop presentation tool. In a short time you can go from novice to intermediate user. With some help and a little experience you can fully utilize the software. In the months to come we will try to cover everything from basics to the advanced. All articles are based on PowerPoint 97 running under Windows 95.

This month we'll learn how to start the application and open a blank presentation.

Starting PowerPoint

You have several choices:

- **Start Menu.** Programs | Microsoft PowerPoint.

- **Office Shortcut Bar.** If you installed Microsoft Office, you can use the Microsoft Office Shortcut Bar for single-click access to the resources you use most often including PowerPoint files.

- **Desktop Shortcut.** Right click on the application file, create a shortcut, and drag to the desktop. Double click on the shortcut icon.

- **Explorer.** Double click on the application file.

- **Outlook.** Open PowerPoint from Microsoft Outlook folder.

Any of these choices will bring you to the figure below.
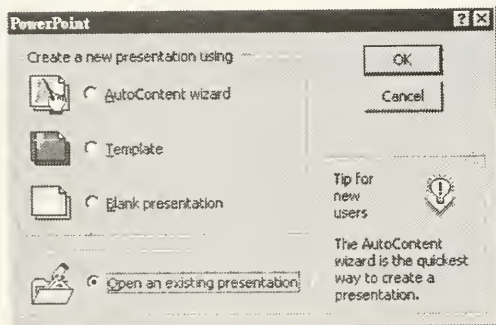
If you are not sure what the presentation will look like or what theme it would have, you might want to open a blank presentation and then apply a template later. Double click on **Blank Presentation.**
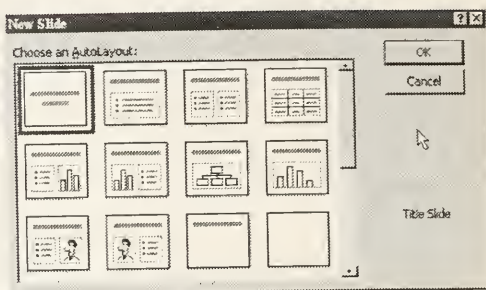
The first slide in any presentation is typically a title slide, this default is highlighted on the new menu. Double click on it. The title slide now appears.
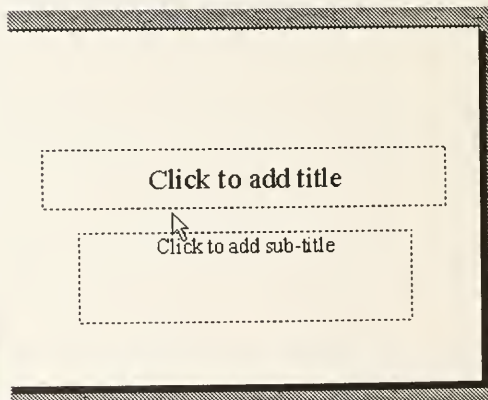
Click in the title box to enter your presentation title. Repeat for the subtitle which is often a date.

Next month we'll explore bulleted text.

For more information about this article contact Trapper Badovinac of the Policy Development & Customer Relations Bureau at 444-4917, ZIP! or e-mail at tbadovinac@mt.gov. For user support, contact the Customer Support Center at 444-2000.

Microsoft Word and Excel Tips

Discover the Formatting that Lurks Behind Your Text

In Microsoft Word, you're typing away, hard at work, and — we want to emphasize this — minding your own business, when somebody charges into your cubicle, points to a paragraph on your screen, and starts firing questions like these: "What's that font? What's the alignment of that paragraph? What's the line spacing? The indents? Good grief, man (or woman), give me ANSWERS!"

If you choose to answer this person, instead of ignoring them, here's how to do it with the least inconvenience to yourself. Choose Help|What's This? then click on the text in question.

Word displays all the formatting information, anyone, even the hypothetical one described above, would want to know about the text. Of course, there are times this information may also prove useful to YOU, but there's no sense in letting on.

This tip is courtesy of Dummies Daily ™ by *PC World Online* at **www.dummiesdaily.com**

Setting Default Data Directories

To set the default data directory in Microsoft Word, first, have a document open. Then simply choose Tools|Options and click on the File Locations tab. Highlight Documents, choose Modify, and then select the desired directory. When finished, choose OK, and then OK again.

To set the default data directory in Microsoft Excel, first, have a worksheet open. Then choose Tools|Options and click on the General tab. Enter the desired data directory in the Default File Location, and choose OK.

For more information concerning this article, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!, or e-mail at ivavruska@mt.gov. For questions about using Word or Excel, please contact your agency support staff, Word or Excel Help Feature, or the ISD Customer Support Center at 444-2000.

TECH TALK

Boost Productivity with Templates in CorelDraw!

Ease frustration when setting up styles

Part 1 of 3

Introduced in Version 4.0, CorelDRAW!'s styles and templates allow you to store your work in little graphic containers, so you can easily recall them. They are as powerful, and unruly, as ever. Those who use styles on a regular basis willingly overlook the awkward and sometimes confounding nature of DRAW's relationship between the style and the template. If you don't use them, you are perhaps more irritated, as DRAW persists in getting in your face with intrusive queries about saving templates and using styles.

The Foundation of a Style

The whole idea behind a style is to avoid, pardon the cliché, reinventing the wheel. If you do something right once, you shouldn't have to do it again and again. Thanks to styles, DRAW users don't have to. Granted, there have always been tools that allow you to re-create objects and duplicate the format from one image or document to another. But styles are different. With a style, you can attach formatting instructions to many objects at once and ensure that they will all be formatted the same. If you decide to change the style, all objects that use that style will change.

The figures to the right show this in action.

1. Create the object and format it. Here, you might give the sun a red fill and a special outline using the calligraphic pen.

2. Hold down the secondary mouse button for a moment to invoke the Object menu, and choose Save As Style.

3. As you create the style, you make up a name for it and choose attributes that you want to have incorporated in the style.

4. Create a new object.

5. Give it the attributes of your new style. Voila!

Styles are different than using a macro recorder or using the new Presets feature. You don't have to record a specific series of steps. Creating a style involves nothing more complicated than creating the prototype object and saving it as a style; besides, you can take as long as you want to create it.
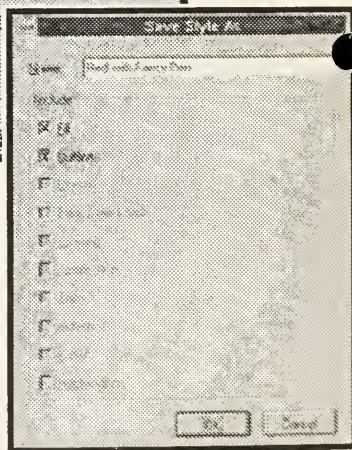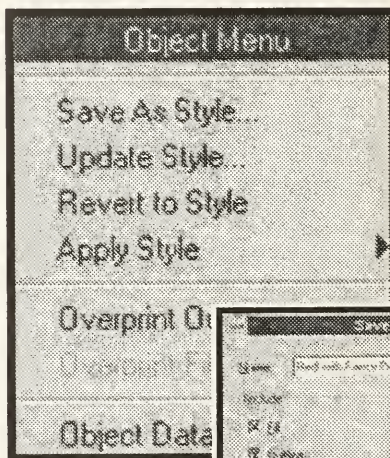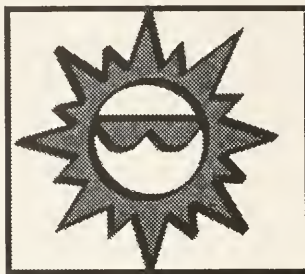
Once you have a style, you can create a new one from it and begin to apply the style to newly drawn or existing objects. And you don't have to wait until the prototype is perfect before putting it into production. You can always update the style later as you add or change attributes.

Finally, you don't need to return to the prototype in order to update the style globally; any object that is connected to a style can be used as the new model for changes to the style. Also, you can format any object

after it has been assigned a style, and it will keep its "local" formatting until you reapply the style to it or update the style.

When and When Not to Use Styles

The use of DRAW's styles is certainly a matter of preference, even taste, and if you go with the simple rule of thumb — use styles when they will save you time — you will be ahead of the game. In some instances, however, other strategies might prove more helpful than styles. Use a style when:

- You want to link many objects together. A style's greatest value is the collective control it gives you over multiple objects. You never have to worry about one of them being wrong — they're either all correct or they're all wrong.

- You have several attributes you want to apply at once. Nothing saves formatting time like a style.

- You anticipate the possibility that you might be changing all instances of one color to another in a complex drawing. Without styles, it would be very time-consuming to track down all occurrences of one color and apply another. With styles, it could be completely automated into one or two steps.

- You want to control elements across multiple pages or even multiple files. Styles are saved in templates, so they can be used across long distances (more about that shortly).

And then there are times when other tools would work better than styles. Specifically, you might want to choose another strategy when:

- You already have a custom palette created and you want to quickly assign colors to objects. Though a style could contain a selection of color fills, this job is better suited for a palette.

- You want one or more objects to look exactly like an original; this is a job for the Clone command. Clones don't need to be applied or updated; they automatically and instantly take on the entire appearance of the master object.

- You want to borrow just one attribute of a formatted object, and you are not interested in keeping them linked. Though you could apply the style and then strip off the attributes you don't want, that would be a wasted effort. The answer here is to use either Edit|Copy Attributes From or Effects|Copy. Both commands let you choose the particular attribute you want to copy from an existing object. This is better than using a style, when all you want is a piece of the style.

Article adapted from an article by Rick Altman the author of *Mastering CorelDraw 4.0* (on CompuServe at 72341,1714). For more information about this article contact Jerry Kozak of End User Systems Support at 444-2907, ZIP! or e-mail at jkozak@mt.gov. If you need support for this or any other Microsoft Office application please contact the Customer Support Center at 444-2000.
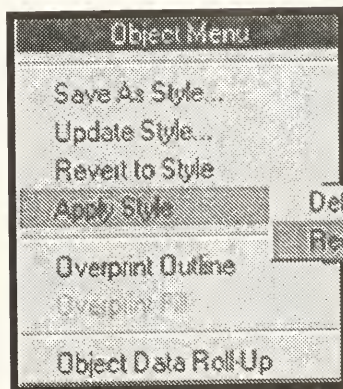
Microsoft Excel 97 • Getting Into Shape

Excel 97 has a really handy feature called AutoShapes. AutoShapes is a tool for quickly adding many different basic shapes to your worksheets:

- 6 different line types
- 9 different Connectors
- 32 basic shapes (including: lightening bolts, brackets, smiley faces, no symbol and many others)
- 28 different types of Block Arrows
- 28 Flow Chart symbols
- 16 Stars and Banners
- 20 Callout Shapes

Today we will look at the Callout AutoShape, as it can be very helpful in adding comments to a chart or other presentation sheets. AutoShapes are also available in Word 97, although some of the features are different.

You've just finished a worksheet that contains a chart. You could add labels to the chart to make it easier to read, and use AutoShapes to enhance the appearance of the worksheet.

Look at the Drawing toolbar at the **bottom** of the Excel window. If you don't have a Drawing toolbar, choose View | Toolbars | Drawing. In the Drawing toolbar (at the **bottom** of the Excel window), click AutoShapes. When the list expands, select Callouts and then select the one of your choice. Now use the mouse to place and size the shape.

Once the callout is in place, use the mouse to drag its pointer near one of your chart elements. Type in the information about the element the callout points to, and then use the mouse to size the callout box. This is a very effective way to label chart elements for a presentation.

A few words about printing or not printing AutoShapes in Excel

You may not want to share your callout comments with everyone. You can tell Excel not to print the AutoShape, as follows:

1. Right-click on the AutoShape and choose Format AutoShape.
2. Click on the Properties tab.
3. Click on the Print Object check box to turn it off.
4. Click on OK.

You can use the same general technique to prevent other Draw objects—lines, shapes, text boxes, Word Art, from printing, too. Try these out and see how handy they can be. Have fun and look for more Excel tips next month.

If you have any questions or need help with this article, contact Mike Moller of End User Systems Support at 444-9505, ZIP! or e-mail at mmoller@mt.gov. If you need support for this or any other Microsoft Office application please contact the Customer Support Center at 444-2000.

Conditional Formatting in Excel

Microsoft Excel gives users the ability to apply formatting changes to a cell based on a condition. Think of this as an 'If' statement which determines whether a condition is true or false and then, based on the outcome, a format is applied to a cell. For example, in your spreadsheet you could apply a condition that if a cell's contents are less than a specified value, then the cell will be bold and displayed in red. Excel allows you to apply up to three conditions to a cell. If multiple conditions are applied to a cell, the first condition, which equates to True, will be the one Excel uses to Conditionally Format the cell.

Begin by starting Excel 97 and choosing (off the Menu Bar), Format | Conditional Formatting. This is the window that pops up (Figure 1). This displays Condition 1. It is based on a cell value. Your other option is Formula where you choose one of the conditions; Between, Less Than, Greater than, Equal to. Then click Format to apply a format and style.

The font cannot be changed, however, you can change the font style, add a border, change the color or apply a background pattern to the cell. Once you have decided on a format, you may wish to add a second and/or third condition to your cell. If you click on the Add >> button you can add another condition.
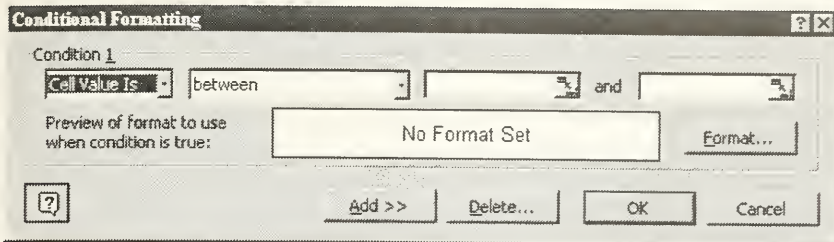
Figure 1

This is one of the many new features that are available in Excel. If you have questions about this article contact Brian Divine of End User Systems Support at 444-2791, ZIP! or e-mail at bdivine@mt.gov. If you need support for this or any other Microsoft Office application please contact the Customer Support Center at 444-2000.
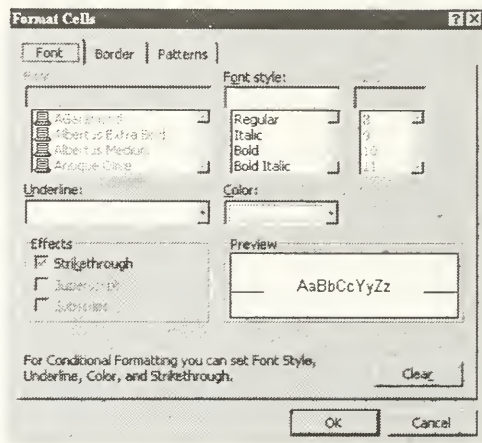

Figure 2

Word 97 ● Print From Two Trays

Do you ever need to print a document where the cover page needs letterhead and the remainder goes on plain paper? Well, muttering to your printer won't work, but the following Word 97 procedure will:
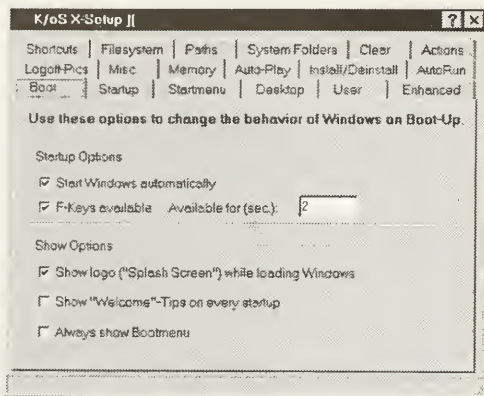
1. Load one of your printer's paper trays with your letterhead and the other with regular paper. (**NOTE:** As you've probably determined by now, if your printer doesn't have two paper trays, you can't use this procedure).
2. Choose File + Page Setup.
3. In the Page Setup dialog box, click the Paper Source tab.
4. Under First Page, select the tray containing your letterhead.
5. Under Other Pages, select the tray containing your regular paper.
6. Click OK.

When this document is printed, Word automatically takes the first page of your document from the letterhead tray and the remaining pages from the regular tray.

This tip has been assimilated (and "resistance IS futile") from **www.tipworld.com**. If you have questions or comments about this article contact Denny Knapp of End User Systems Support at 444-2072, ZIP! or e-mail at dknapp@mt.gov. If you need support for this or any other Microsoft Office application please contact the Customer Support Center at 444-2000.

Windows 95 Freebie X•Setup


```
K/oS X-Setup ][                                    ? x
Shortcuts | Filesystem | Paths | System Folders | Clear | Actions
Logon-Pics | Misc | Memory | Auto-Play | Install/Deinstall | AutoRun
Boot | Startup | Startmenu | Desktop | User | Enhanced

Use these options to change the behavior of Windows on Boot-Up.

Startup Options
☑ Start Windows automatically
☑ F-Keys available   Available for (sec.):   2

Show Options
☑ Show logo ("Splash Screen") while loading Windows
☐ Show "Welcome"-Tips on every startup
☐ Always show Bootmenu
```

This month's freebie comes courtesy of K/oS. Here's one great program for changing just about everything about Windows' configuration. X-Setup has options for clearing various histories and caches, speeding up the Start menu, autoplaying CD-ROMs , and setting your document and Windows installation paths. In all, you have access to changing 40 different settings from an 18-tab dialog box. Left is a screen shot of the main dialog window for X-Setup. To install X-Setup, copy its files to a folder, right-click on X-Setup.inf, then click on **Install**.

If you would like a copy of X-Setup the files are available on the Value Added Server (VAS) at **guest\Windows\Windaddon\95addons\X-Setup** or contact Denny Knapp at 444-2072, ZIP! or e-mail at dknapp@mt.gov.

Test Your Web Pages for Accessibility Compatibility

Web page designers are becoming more aware of their responsibilities to provide workable access to web pages for those with disabilities. Government agencies need to be especially aware of this requirement because, unlike a commercial enterprise, there is no alternative to government. We have a monopoly on the information and services that government is responsible for providing. We should do our best to make it available to as many people as possible. We need to make the information accurate and easy to locate. We also need to base our designs on a balance between fancy techniques and graphics versus meeting the needs of people with disabilities.

Hopefully this can be accomplished through careful page design, but sometimes this may require a separate access path that guarantees the same level of access. This could be a text-only version or a simplified version of the page. An additional advantage of this technique is that this simplified access page will be much faster to load, even for those that are simply bandwidth challenged.

A simple way to get started with evaluating your current pages for accessibility compliance is a web based utility called "Bobby". According to the Bobby home page, "Bobby" is a free web-based service that will help you make web pages accessible

to people with disabilities. It will also find HTML compatibility problems that prevent pages from displaying correctly on different Web browsers.

Using Bobby is simple. Using a Web browser, go to **www.cast.org/bobby/** and enter the URL of the page you want to check. Bobby will evaluate it and return the customizable results based on the level of checking you have selected. You can use different browsers: Microsoft, Netscape, AOL, Web-TV, HTML versions, and even Lynx (Lynx is a text-only browser).

Keep in mind that Bobby is only a tool to **help** you evaluate your pages. It can make incorrect assumptions about your page and give it a higher or lower score than it really deserves. Common sense and good design are still the best ways to make your page truly accessible.

If all your pages get a four-star rating from Bobby, you can use the Bobby icon on your home page to indicate compliance. We will continue to explore this issue in upcoming articles, so stay tuned.

For additional on-line resources see **www.state. mt.us/doa/accessibility.htm**

If you have questions or comments please contact Ron Armstrong of End User Systems Support at 444-2905, ZIP! or e-mail at rarmstrong@mt.gov.

Computer Security Training for End Users

Thursday, April 16

8:30–10:30am

Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@mt.gov) or Kim LaRowe (klarowe@mt.gov) of ISD at 444-2700.

Oracle Class Changes

There has been a change to the April schedule for The Oracle Channel. The classes on April 21, 22, and 23rd have changed in sequence.

April 21 Oracle8 Data & Security Management

April 22 Oracle8 Backup & Recovery Strategies

April 23 Oracle7 performance Tuning Strategies

Along with this change to the schedule the **Object Database Designer: An Oracle8 Design Tool *Premiere***, originally scheduled for May 6, 1998 will be postponed until a later date. As a substitution, on May 6, 1998 the Oracle Channel will be offering **Using Oracle8 Replication**.

If you have questions regarding Oracle Channel classes, please contact Barbara Clark of the Systems Support Bureau at 444-0846, ZIP! or e-mail at baclark@mt.gov.

HCT Supports MT PRRIME Training Needs

As many state employees know, the coming Legacy Solutions and PeopleSoft modules will require competencies in Windows 95, Word and Excel. Training in these products (and one month's use of these desktop products) is recommended prior to employees attending module training.

With this in mind, the Helena College of Technology has scheduled additional classes in Windows 95, Word and Excel. These classes are particularly designed to facilitate the transition from Windows 3.1 to Windows 95; WordPerfect to Word; and Lotus to Excel. The class schedule is listed below.

All classes are $42.50 each.

Windows 95	April 1	8:30–12
Word 97	April 1	1–4:30
Excel 97	April 2	8:30 - 12
Windows 95	April 2	1–4:30
Word 97	April 3	8:30–12
Excel 97	April 3	1–4:30
Word 97	April 7	8:30–12
Excel 97	April 7	1–4:30
Windows 95	April 9	8:30–12
Word 97	April 9	1–4:30
Excel 97	April 10	8:30–12
Windows 95	April 14	8:30–12
Word 97	April 14	1–4:30
Excel 97	April 15	8:30–12
Windows 95	April 15	1–4:30
Word 97	April 16	8:30–12
Excel 97	April 16	1–4:30
Word 97	April 17	8:30–12
Excel 97	April 17	1–4:30
Windows 95	April 20	8:30–12
Word 97	April 20	1–4:30
Excel 97	April 21	8:30–12
Windows 95	April 21	1–4:30
Word 97	April 22	8:30–12
Excel 97	April 22	1–4:30
Windows 95	April 23	8:30–12
Word 97	April 23	1–4:30
Excel 97	April 24	8:30–12

TRAINING NEWS

Media Based Training (MBT)

Do you need to keep up with new technology? Do you enjoy learning at your own pace? By investing a little time and energy you could get up to speed in the areas you need information in.

ISD maintains a library of self-paced MBT/CBT courses that are available to you, the state employee, free of charge. Most of the courses take only a few hours of your time and since they are self-paced you can go back over any section as many times as needed.

Most of these self-paced study courses are on video, but some are multi-media on CD ROM. The information is presented in a very professional manner using various teaching methods including diagrams and real life examples. The accompanying workbook provides the course in written form and after each section quizzes you on what has been covered. The checkout period for each course is two weeks.

Each month *ISD News & Views* will provide a description of a course and its modules along with degree of difficulty and prerequisites.

The entire list of courses, with descriptions, degree of difficulty and prerequisites can be found on the VAS at **guest\training\CT_Video\T3_VAS.rtf.**

If you are an Approach user, you can check on the current availability of any course by accessing the read-only file on the VAS at **guest\training\CT_Video\ videodb.apr** (password: Montana).

Course Code: 2.05.01
Course Title: *SNMP Management Components*

Simple Network Management Protocol (SNMP) has become the industry standard for managing and configuring network devices. This course will teach you the basic structure of an SNMP environment which include the Manager, Agent and the SNMP messages.

You will also be given an in-depth understanding of the Management Information Base (MIB) and how it is implemented by various networking vendors. In addition you will see how remote management is accomplished using RMON agents.

Prerequisites: You should have a basic understanding of networking protocols.

Technical Difficulty: 1 2 **3** 4 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

Course Code: 2.05.02
Course Title: *SNMP Message Exchanges & SNMP v.2*

This course provides you with a detailed explanation of the various SNMP message exchanges. In doing so you will learn how the various fields of an SNMP message are used. This knowledge will enable you to decode SNMP messages using a protocol analyzer. You will see how community names are used for limited security measures.

You will also be introduced to many of the changes being implemented in SNMP versions 2.

Prerequisites: *SNMP Management Components* (2.05.01)

Technical Difficulty: 1 2 **3** 4 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

Course Code: 2.05.03
Course Title: *SNMP Management Tools and Techniques*

This course will help you understand and optimize your SNMP management system. You'll learn techniques for setting baselines and metrics, which can forecast problems before they happen. You'll also learn about the various SNMP management tools that can collect and analyze network data as well alert you when problems do occur. The tools and techniques presented in this course are invaluable in keeping your network operating smoothly and efficiently.

Prerequisites: *SNMP Message Exchanges and SNMP v.2* (2.05.02)

Technical Difficulty: 1 2 3 **4** 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

Course Code: 2.05.04
Course Title: *SNMP Management Case Studies*

This module uses case studies to teach you how SNMP tools can solve and prevent network problems. The first case study will demonstrate how an invalid community name can cause problems with remote management. The second case study gives a detailed analysis of a network failure and explains how event

reports and other management tools are used to correct the problem. The next two case studies will teach you how to plan for growth and identify network resources that are being under utilized. Finally, you will see a demonstration of how the SNMP management system can use a paging system to alert the proper network personnel.

Prerequisites: *SNMP Management Tools and Techniques* (2.05.03)

Technical Difficulty: 1 2 3 **4** 5

Estimated completion time of this course: 1 hour, 45 min (Video: 45 min + Workbook: 60 min)

For more information contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, ZIP! or e-mail at tbadovinac@mt.gov.

ISD Services Guide

Information Services Division (ISD) invites you to "Take a Peek" at our ISD Services Guide. This booklet is designed to help you learn more about ISD and the information technology (IT) services we offer. When you need ISD services, *Take a Peek* can streamline that process by placing the names and telephone numbers of appropriate ISD contacts at your fingertips.

For user friendliness, the booklet's information is organized by these major headings:

- How to Reach Us
- Quick Service Index
- Services
- Organizational Structure
- FY98 Rate Schedule
- Enterprise Software Products
- Enterprise IT Advisory & Management Groups

For more information, please contact Lois Lebahn at 444-2700, or ZIP!, or e-mail at llebahn@mt.gov.

Training Calendar

This schedule has been assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 444-6821. All classes will be held at the Helena College of Technology at 1115 N. Roberts. Please note that these costs are subject to change each July 1st.

The Helena College of Technology makes reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6821.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request from state agencies.

	DATE	COST	LENGTH
Data Base Classes			
Intro. to Oracle	May 18–19	170.00	2
Prereq. Intro to Windows			
Intro. to SQL	May 21–22	170.00	2
Prereq. Intro to Oracle			
Oracle Developer 2000, part I	May 27–29	284.95 Paid by ISD*	3
Prereq. Intro to Oracle & SQL			
PL/SQL	April 13–14, June 17–18	170.00	2
Prereq. Intro to Oracle & SQL			
Oracle Developer 2000, part II	April 21–23, June 24–26	255.00 Paid by ISD*	3
Prereq. Oracle Dev. I & PL/SQL			
Oracle Designer	Apr 30–May 6	461.95 Paid by ISD*	5
Prereq. Oracle Dev. I; PL/SQL recommended			
Lotus Approach	May 14	85.00	1
Prereq Intro to Windows			
Access 97 for Light Users	June 22	85.00	1
Prereq. Windows 95			
Access 97	June 15–16	170.00	2
Prereq. Windows 95			
Data Network/Mainframe Classes			
Windows 95 Archit., Instal., Sup. & Tuning	June 8–9	500.00	2
Netware 4.x Administration	May 11–15	425.00 Plus cost of book	5
Microcomputer Classes			
Windows 95 Conversion	May 11 (am), June 2 (am)	42.50	.5
Prereq. familiar with Windows			
Windows 95	April 6, May 4	85.00	1
Zip!Office	April 10, May 21 *(Date change)*	FREE	.33
WordPerfect 6.1 for Windows	April 6–7	170.00	2
Prereq. Intro to Windows 3.1 or 95			
Word 97 Conversion	May 11 (pm), May 13 (am) May 29 (pm), June 30 (am)	42.50	.5
Prereq. Windows 95			
Word 97 for Light Users	April 8, May 20, May 28 June 3	85.00	1
Prereq. Windows 95			
Word 97	May 6–7, June 8–9	170.00	2
Prereq. Windows 95			
Lotus for Windows	April 27–28	170.00	2
Prereq. Intro to Windows 3.1 or 95			
Excel 97 Conversion	May 12 (am), May 13 (pm) May 29 (pm), June 19 (am)	42.50	.5
Prereq. Windows 95			
Excel 97 for Light Users	April 13, May 27, June 26	85.00	1
Prereq. Winodws 95			
Excel 97	May 18–19, June 24–25	170.00	2
Prereq. Windows 95			
Internet	April 8–9	170.00	2
Prereq. Windows 3.1 or 95			
HTML	April 15–16	170.00	2
Prereq. Windows 3.1 or 95			
PowerPoint 97	June 10–11	170.00	2
Prereq. Windows 95			

Prerequisites may be met with consent of Instructor
* The Oracle Designer and Developer class fees are recovered through the monthly data network rate.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request: _____

Date Offered: _____

Student Data

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

_____

_____

Billing Information/Authorization Mandatory

User ID: _ _ _ _ _ _   Agency#: _ _ _ _   Authorized Signature: _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for:

☐ Agency Oracle Developer
☐ Continuing education opportunity. (Agency will be billed for training.)
☐ Agency contractor. (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to:

State Training Center
Helena College of Technology of the University of Montana
Phone 444-6800 FAX 444-6892

Editor's Notes

Is Your Address Correct?

If not, see "Subscription Services..." above.